

## **See [Fed. R. Civ. P. 77](#)**

### **LR 77-1 District Court Clerk's Office (See [Fed. R. Civ. P. 77\(a\)](#))**

#### **Clerk's Office Locations**

##### **Portland District Court Clerk's Office**

**Street Address** Room 740

Mark O. Hatfield United States Courthouse

1000 S.W. Third Avenue

Portland, Oregon 97204

**Normal Business Hours** 8:30 am to 4:30 pm

**Records & Filings** (503) 326-8000

##### **Eugene District Court Clerk's Office**

**Street Address** Room 2100

Wayne L. Morse United States Courthouse

405 E. Eighth Avenue

Eugene, Oregon 97401

**Normal Business Hours** 8:30 am to 4:30 pm

**Records & Filings** (541) 431-4100

##### **Medford District Court Clerk's Office**

**Street Address** Room 213

James A. Redden United States Courthouse

310 W. Sixth Avenue

Medford, Oregon 97501

**Normal Business Hours** 8:30 am to 4:30 pm

**Records & Filings** (541) 608-8777

District of Oregon Website <http://ord.uscourts.gov>

### **LR 77-2 After Hours Filings (See [Fed. R. Civ. P. 77\(a\)](#))**

#### **(a) Statute of Limitations and Other Provisional Process Issues**

When it is necessary to file a hard copy of time-sensitive matters after normal business hours, the filing party must notify the resident Clerk's office during normal business hours of the anticipated requirements. Once notified, the Clerk's office will make arrangements to receive, file, and process these time sensitive materials.

#### **(b) Late Filings of Materials Relating to Court Imposed Deadlines**

Unless otherwise directed by the Court, the Clerk's office will not remain after normal business hours to receive a party's late filing of a hard copy of a motion, response, or other non-statute of limitations related documents.

#### **(c) After Hours Depository**

The Portland Clerk's office maintains an after hours filing depository that is available to the public during the hours that the buildings are open. Negotiable instruments and cash must not be left in this depository.

## **LR 77-3 Custody and Withdrawal of Court Records**

### **(a) Custody**

All files and records of the Court must remain in the custody of the Clerk.

### **(b) Withdrawal**

Nothing belonging in the files of the Court may be withdrawn from the custody of the Clerk without a Court order and a signed receipt that specifies the matter withdrawn.

## **LR 77-4 Clerk's Authority to Grant Orders (See [Fed. R. Civ. P. 77\(c\)](#))**

In addition to the authority granted by [Fed. R. Civ. P. 77\(c\)](#) , the Clerk is authorized to sign and enter the following orders without further direction of the Court.

**(a)** Order on consent noting satisfaction of a judgment providing for the payment of money.

**(b)** Orders of dismissal pursuant to [Fed. R. Civ. P. 41\(a\)\(1\)](#) , [LR 41-1](#) or [LR 55](#)

## **LR 77-5 Substituting a Copy of an Exhibit or Transcript**

Subject to the approval of the parties, the Court may allow the substitution of a copy of an original exhibit or transcript.

## **LR 77-6 Custody of Exhibits**

### **(a) During Court Proceedings**

Unless otherwise directed by the Court, exhibits offered or received in evidence will be maintained by the Clerk during the hours in which the Court is in session.

### **(b) At the Close of Daily Proceedings**

**(1) Sensitive Exhibits:** At the conclusion of the daily proceedings, the Court will generally order that sensitive exhibits be returned to the offering counsel, who will be responsible for maintaining custody and the integrity of the exhibits until the next session of Court, when they must be returned to the Clerk.

**(2) Non-Sensitive Exhibits:** Generally, the Clerk will maintain custody of non-sensitive exhibits until the conclusion of the proceedings.

## **LR 77-7 Return and Disposition of Exhibits**

### **(a) Return of Exhibits**

**(1) Clerk's Responsibility:** Unless otherwise ordered by the Court, at the conclusion of the hearing or trial, offering counsel will be notified to withdraw any exhibit not attached to a filed document.

**(2) Counsel's Responsibility:** Counsel are responsible for:

**(A)** Safely maintaining all exhibits and other returned materials during the time permitted for filing an appeal and thereafter during the pendency of any appeal, should one be taken; and

**(B)** Granting all reasonable requests of other parties, or the court reporter, to examine any or all returned exhibits or other materials for use in preparation of the record on appeal or for other purposes; and if requested by the Court or the Clerk, counsel must promptly return such items to the Clerk's Office.

## **(b) Disposition of Unclaimed Exhibits:**

Unless otherwise ordered by the Court, exhibits not withdrawn within sixty (60) days after notice, may be destroyed or otherwise disposed of by the Clerk.

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### Amendment History to LR 77

December 1, 2009

LR 77-1	Updated telephone number.
LR 77.2	Former LR 77.2 deleted. Subsequent rules renumbered.
LR 77-2(a) & (b)	The phrase "hard copy" added.
LR 77-3(b)	The word "may" substituted for "will."
LR 77-7(b)	The word "must" substituted for "will."